



Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Monday, October 7, 2019
6:30 p.m.
Council Chambers of City Hall, 505 Third Street

1. Call to Order
2. Discussion and Possible Action on Minutes from September 16, 2019.
3. Discussion and Possible Action on Claims in the amount of \$ 1,252,830.39
4. Discussion and Possible Action on Approving the Operator License applications submitted by Lynn Cadwell, Juan Campos, Tracy Chase, Claire Luedtke, Ashley Prellwitz (Pending Safe Serve Certificate), David Yeager, and Sara Vande Vrede
5. Discussion and Possible Action on Approving the lease agreement with St Croix Sailing School for the use of park property at 18 Buckeye Street
6. Discussion and Possible Action on Authorizing city staff to proceed with the Request for Proposal for the Boat Launch Improvements
7. Discussion and Possible Action on Approving the use of Grandview Park Improvement funds for upgrades to the ballfields at Grandview Park
8. Discussion and Possible Action on Approving the Tax Collection Agreement with St. Croix County for the 2019 tax year
9. Discussion and Possible Action on Approving the fuel bid award to Diesel Dog Companies
10. Items for Future Agendas
11. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer on October 4, 2019. Some agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the City Clerk at 715-386-4765, ext. 140.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
Tuesday, September 16, 2019

UNAPPROVED

Meeting called to order by Mayor Rich O'Connor at 6:30 pm.

PRESENT: Mayor Rich O'Connor and Alderpersons Bill Alms, Joyce Hall, and Randy Morrisette II.

ABSENT: None

OTHERS PRESENT: Cathy Munkittrick, Alison Egger, Jim Webber, Michael Mroz, Jennifer Rogers, Geoff Willems, Scott St. Martin, Sarah Atkins Hoggatt, Kip Peters, Bryan Watson and others.

MINUTES: MOTION by Hall, second by Alms, to approve the minutes of the September 3, 2019 Finance Committee meeting. Ayes (4). MOTION CARRIED.

CLAIMS: MOTION by Alms, second by Hall, to recommend the payment of the following claims:

COUNCIL CLAIMS – September 3, 2019

Fund		A/P Amounts	P/R Amounts	Totals
100	General	58,618.11	112,529.34	171,147.45
280	Parks	1,008.00		1,008.00
290	Police Donations	174.00		174.00
452	2019 & 2020 Cap Projects	682,454.04		682,454.04
620	Parking	4.86	1,344.11	1,348.97
630	Ambulance	1,797.31	27,727.30	30,524.61
640	Storm Sewer	3.00	2,016.61	2,019.61
	Totals	744,059.32	144,617.36	888,676.68

Ayes (4). MOTION CARRIED.

OPERATOR LICENSES: MOTION by Alms, second by Hall to recommend approval of the issuance of (6) Operator Licenses for the period of September 17, 2019 to June 30, 2021 to: Andrew blattnew, Jenna Ganther, Elise Malhoit, Blake Quickel, Elizabeth Ricci, and Kaitlynn Wallace, contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (4). MOTION CARRIED.

WALNUT STREET IMPROVEMENT PROJECT ALTERNATE BID: MOTION by Alms, second by Hall to recommend approval of the alternate bid for the Walnut Street Improvement Project submitted by Pember Companies in the amount of \$95,231.25. Ayes (4). MOTION CARRIED.

TRANSPORTATION IMPACT FEE STUDY: MOTION by Morrisette, second by Hall to recommend approval of the Transportation Impact Fee Study with Trilogy Consultants in the amount of \$3,682.39. Ayes (4). MOTION CARRIED.

PARK IMPACT FEE STUDY: MOTION by Hall, second by Alms to recommend approval of the Parks Impact Fee Study with Trilogy Consultants in the amount of \$3,682.39. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
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BADGER BOOKS: MOTION by Hall, second by Alms to move the purchase of 14 Badger Books to Council. Ayes (4). MOTION CARRIED.

FUTURE AGENDA ITEMS: NONE

ADJOURNMENT: MOTION by Hall, second by Morrisette, to adjourn at 6:54 p.m. Ayes (3). MOTION CARRIED.

Alison Egger
Finance Director

COUNCIL CLAIMS - October 7, 2019

Fund		A/P Amounts	P/R Amounts	Totals
100	General	584,414.91	262,702.70	847,117.61
225	Impact Collection	3,792.64		3,792.64
416	Tid 1-6	9,913.61		9,913.61
450	Capital Projects	36.25		
451	2017 & 2018 Cap Projects	13,309.59		
452	2019 & 2020 Cap Projects	265,866.19		265,866.19
620	Parking	7,414.86	3,170.18	10,585.04
630	Ambulance	11,702.53	72,501.00	84,203.53
640	Storm Sewer	15,273.15	2,732.78	18,005.93
				0.00
	Totals	\$ 911,723.73	\$ 341,106.66	\$ 1,252,830.39



SUBMITTED TO: Finance/Common Council

DATE: October 7, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Application(s) for Operator Licenses

ISSUE:

Applications for Operator Licenses are on file in the City Clerk's office and are available for inspection upon request. If approved by Council, the licenses will be issued contingent upon successful completion of a background check and payment of any outstanding debt owed to the City.

STAFF RECOMMENDATION:

Approve the issuance for 6 new Regular Operator Licenses for the period of October 8, 2019 to June 30, 2021 to the following applicants:

Lynn Cadwell

Juan Campos

Tracy Chase

Claire Luedtke

Ashley Prellwitz – Pending Safe Serve Certificate

David Yeager

Sara Vande Vrede



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
mmroz@ci.hudson.wi.us
ph: 715-716-5746
www.ci.hudson.wi.us

TO: Common Council

FROM: Michael Mroz; Parks & Public Works Director

DATE: October 2, 2019

SUBJECT: St Croix Sailing School – renewal of a one-year lease for 18 Buckeye Street

BACKGROUND:

The Park Board reviewed the request by St Croix Sailing School to extend the lease agreement.

The lease with St Croix Sailing School expires on December 31, 2019. An updated lease is attached for a one-year term beginning January 1, 2020 through December 31, 2020.

- The lease is for a portion of land at 18 Buckeye Street as identified in the Lease Agreement. (see attached)
- The rental fee for this lease is \$100 per month thorough December 31, 2020.

Throughout the term of the lease with the St Croix Sailing School, the city has not encountered any issues and recommends a one-year term be approved.

FUNDING SOURCE: N/A

RECOMMENDED ACTION: MOTION by Brokaw, second by Dezeil to recommend entering into a one-year lease agreement with the St Croix Sailing School for a monthly rental fee of \$100.00 beginning January 1, 2020 through December 31, 2020. MOTION CARRIED.

LEASE AGREEMENT –Buckeye Street

This lease agreement entered into this _____ day of _____, 2019 between the City of Hudson with its offices at 505 Third Street, Hudson, Wisconsin 54016, herein designated "City," and the St Croix Sailing School, Hudson, WI 54016, a non-profit corporation, hereinafter designated "Lessee."

1. The City grants the Lessee permission to lease land at 18 Buckeye Street, Hudson WI identified as parcel ID #236-1508-00-000, Outlot 214 in the City of Hudson (hereinafter referred to as Leased Premises). The Leased Premises is located on the southeastern portion of city owned property known as Picnic Point, Lakefront Park. The area is identified on the attached map.
2. Lease to begin on January 1, 2020 and end on December 31, 2020. The City also has the right to terminate the Lease Agreement at any time upon given thirty (30) days prior written notice to the Lessee.
3. Rental fee of this lease shall be One Hundred Dollars (\$100.00) per month through December 31, 2020.
4. Throughout the lease term, the LESSEE shall maintain in force a policy of public liability insurance insuring itself and the City of Hudson against injury to property, person or loss of life arising out of the use and occupancy of the premises within the limits of at least \$1,000,000 per occurrence and the LESSEE shall furnish to the City, as may be requested from time to time, a certificate of said insurance. The City of Hudson shall be named as an additional insured on the policy on a primary and non-contributory basis.
5. The Lessee shall be responsible for insuring any and all equipment, buildings, sheds, racks, boats, personal property of any kind that the Lessee keeps on the Leased Premises. The City shall not be liable or responsible in any way for any damage to the Lessee's sheds or other personal property kept on the Leased Premises.
6. Lessee shall be allowed to place two sheds on the Leased Premises. The sheds must have been be re-painted in earth tone/neutral color approved by the Parks Director or his/her designee. The shed shall remain in place as shown on the attached map (Exhibit A). The Lessee may also remove small brush and buckthorn from the Leased Premises, subject to prior approval of the Parks Director or designee. The Lessee shall not make any changes to the St. Croix River shoreline without specific written approval of the Parks Director or designee. The Lessee shall not install a dock on the St. Croix River shoreline.
7. The Lessee understands and agrees that during the lease period the Lessee shall maintain the Leased Premises in good order, including mowing, weed control,

8. Lessee shall be responsible for providing and paying for garbage receptacles and garbage removal services for the Leased Premises.
9. Storage racks, boats, boating equipment, security fencing, and any other equipment or fixtures placed in or on the Leased Premises by Lessee with permission of the City shall remain property of Lessee, not to exceed north of the utility pole in the southeast corner of the park (Exhibit B). If lease is terminated or expires, any of the listed items not removed after thirty (30) days from lease termination, shall become property of the City without further notice.
10. Should Lessee need electrical services for operations, it is their responsibility for the installation of electrical services and all monthly fees associated. Any such installation of electrical services must be approved by the Parks Director or designee prior to installation.
11. Lessee shall hold the City, its agents, officers, and employees, harmless from liability in the event of injury, theft, damage, or other acts which occur on or at the Leased Premises during the Lease term.
12. Fencing, signage, structures, or any other modifications approved by the City and done by Lessee must meet all city, state, federal, and riverway codes and may not commence until final approval is granted by governing agencies.

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ST. CROIX SAILING SCHOOL:

By: _____
Signature

Dated: _____

Printed Name
State of _____)
County of _____) SS

On this ____ day of _____, 2019, before me, a Notary Public within and for said County, personally appeared _____, representing a corporation under the laws of the State of _____, and that he/she executed the foregoing instrument and acknowledged that he/she executed the same on behalf of said corporation.

Notary Public

CITY OF HUDSON

Rich O'Connor, Mayor

Dated: _____

ATTEST:

Jennifer Rogers, City Clerk

State of Wisconsin)
St. Croix County) SS

On this ____ day of _____, 2018, before me, a Notary Public within and for said County, personally appeared _____ (Mayor) and _____ (City Clerk) to me known to be respectively the Mayor and Clerk of the City of Hudson, and who executed the foregoing instrument and acknowledge that they executed the same on behalf of said City.

Notary Public



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
mmroz@ci.hudson.wi.us
ph: 715-716-5746
www.ci.hudson.wi.us

TO: Common Council

FROM: Michael Mroz; Parks & Public Works Director

DATE: October 2, 2019, 2019

SUBJECT: Boat Launch Improvements

BACKGROUND:

The St. Croix River plays an important role for the City of Hudson for both residents and visitors alike, however access and availability of the current launch facility is limiting use of this valuable resource. With limited parking and having to shut down the launch at high water levels (681), residents are unable to utilize the river we have all come to enjoy. At one point in time the boat launch parking extended well into the park, past the volleyball courts.

The existing boat launch is comprised of a concrete dual launch ramp, each with a respective loading dock and a functional one-way parking lot that has parking capacity for approximately 40 vehicle-trailer combinations. There are basically two reasons to consider modifications to the boat launch facility: 1; over the past several years, the St. Croix River water levels have been so high during significant portions of the spring and summer months that the launch has been unusable, and 2; additional parking capacity is desired.

On a typical Saturday morning during the summer, it is not uncommon for the launch parking lot to be full by 6:00 AM. For these reasons, staff recommends the development of a preferred conceptual alternative that raises or extends the boat launch ramp grade to approximately elevation 684.00, which is when the no wake is enforced on the entire river system. The proposed improvements will also include a dock system that is more flexible and functional with varying river levels, and an expanded parking area that addresses the need for additional parking capacity.

City staff would submit a Request for Proposal (RFP) to develop concept plans, preliminary design, and cost estimates which are required for grant submission.

FUNDING SOURCE:

Funding for the improvements would come from multiple sources including the Wisconsin DNR Recreational Boating Facilities Grant, Sports Fishing Restoration Grant, and Tax Increment District (TID) funds.

RECOMMENDED ACTION:

MOTION by Deziel, second by Kennedy to approve staff to develop and obtain a Request for Proposals for the reconstruction of the Lakefront Park Boat Launch reconstruction with an alternate to expand the parking area. MOTION CARRIED.



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
mmroz@ci.hudson.wi.us
ph: 715-716-5746
www.ci.hudson.wi.us

TO: Common Council/Finance Committee

FROM: Michael Mroz; Parks & Public Works Director

DATE: October 2, 2019

SUBJECT: Approve the use of Grandview Park Improvement funds for upgrades to the ballfields at Grandview Park

BACKGROUND:

Members of the Hudson Boosters approached City staff to request improvements on Field 1 and Field 4 at Grandview Park. There is an accumulation of infield lime on the outer edges which has caused a noticeable hump, affecting ball trajectory.

Staff has since contacted a local contractor to clean the edges and reshape the infield for better drainage.

The cost, including materials is \$2,784.00.

FUNDING SOURCE:

Funding for the infield improvements would come from Park Dedication Fund; Grandview Improvements. Current balance is \$1,534.14. Remaining balance will be taken out of the Grandview Parks operating budget; other operating supplies.

RECOMMENDED ACTION:

MOTION by Deziel, second by Brokaw to approve the use of the Grandview Improvements funds for the infield improvements of Fields 1 and 4. MOTION CARRIED.

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO:	Finance/Common Council	DATE: October 1, 2019
SUBMITTED BY:	Alison Egger, Finance Director	
REGARDING:	Tax Collection Agreement with St. Croix County	

ISSUE: The City has historically contracted with St. Croix County for the preparation and collection of real and personal property taxes. The agreements have a 1-year term and are renewable annually by mutual consent.

Attached is the proposed agreement with the same terms, but an increase of \$0.25 per parcel cost (\$2.00 per parcel vs \$1.75 per parcel) from the current agreements. The cost for current year collections was \$11,583.25 based on 6,619 tax parcels (real estate and personal property).

STAFF RECOMMENDATION: Approve the renewal of the agreement.

COMMITTEE RECOMMENDATION:



Property Tax Collection Agreement
Between St. Croix County
and the City of Hudson

FOR TAX YEAR 2019

Return one signed copy to:
Denise Anderson
St. Croix County Treasurer
1101 Carmichael Road
Hudson, WI 54016

TAX COLLECTION AGREEMENT

This Agreement, by and between the **City of Hudson** (City) and **St. Croix County** (County), as follows:

Whereas, pursuant to Wisconsin Statute § 74.10, the City of Hudson has agreed to contract with the County as its agent under Wisconsin Statute § 66.0301, and the County has agreed to act as such agent, for processing of first installment or full payments of real and personal property tax, special assessments and special charges through January 31, 2020 for all portions of the City of Hudson located within St. Croix County, the parties hereto agree as follows:

I. Agency Relationship Created

- A. The City shall act as principal under this Agreement and the County shall be its agent, acting in a fiduciary capacity for the City, in the billing and collection of real and personal property taxes, special assessments and special charges. In carrying out its duties under this Agreement, the County shall be vested with all powers and shall be subject to all responsibilities, duties and obligations conferred and imposed upon the City of Hudson by Wisconsin Statute Chapters 70, 74 and 75.

II. Tax Bill Preparation

- A. The County shall prepare the tax bills for the City in accordance with Wisconsin Statute § 74.09. The tax bills shall specify the first installment payment is due on or before January 31, 2020, at which time one-half of the real property taxes and the full amount of personal property taxes, billed special assessments and special charges will be due. The County shall also prepare other documents and reports for the City as agreed to by the County.
- B. Tax bills shall be sorted and collated according to a mutually agreed upon order.
- C. The City shall mail the real and personal property tax bills within five (5) working days after receiving the tax bills from the County.

III. Settlement Procedures

- A. The County agrees to collect real and personal property taxes, special assessments, and special charges and to remit these collections to the City on each Friday through seven (7) ACH transfers to the City's bank account or other mutually agreed upon location. The City shall pay the County, on or before February 20, 2020 - **\$2.00 per parcel** listed on the tax roll.
- B. On or before January 15 and February 20, 2020 the City shall settle with all taxing jurisdictions as provided in Wisconsin Statute §§ 74.23 and 74.25. The County will provide records of posted payments to the City before the settlement deadlines.

IV. General Provisions

- A. The County agrees to provide adequate staffing during the tax collection period to effectively handle the volume of taxpayers making payments.
- B. This Agreement shall be for a period of one (1) year beginning October 1, 2019 and ending September 30, 2020. The Agreement may be renewed annually by mutual consent in writing.
- C. The City agrees to defend and indemnify, save and hold harmless the County, its officers, agents and employees, from and against all losses, damages, costs, charges, expenses (including attorney fees), causes of action, suits, claims (including claims under any workers compensation or occupation disease law), demands, judgments and liabilities arising out of the performance of this Agreement which is not due to the negligence or other fault of the County.
- D. The County agrees to defend and indemnify, save and hold harmless the City, its officers, agents and employees, from and against all losses, damages, costs, charges, expenses (including attorney fees), causes of action, suits, claims (including claims under any workers compensation or occupation disease law), demands, judgments and liabilities arising out of the performance of this Agreement which is not due to the negligence or other fault of the City.

V. Collection Procedures

- A. The City agrees to place at least two (2) announcements in the newspaper designated by the municipality, one (1) in December and one (1) in January, informing City taxpayers that the first installment payment and full tax payment will be collected by the County.
- B. The County shall collect, in the manner provided by law, all payments of real and personal property taxes, special charges, and special assessments as agent for the City. The County is responsible for these payments and is bonded in sufficient amount to cover the amount of such payments.
- C. The County shall cease the collection of personal property taxes after the fifth business day following January 31, whereupon the municipality shall collect all the remaining personal property taxes due.
- D. Receipts will be mailed by the County if a self-addressed stamped envelope has been provided by the taxpayer.
- E. Payments received at the City, on or before January 31 of each year shall be certified as timely by the City and shall be transmitted to the County on the following workday.
- F. The County, as agent for the City, shall accept advance payments of taxes pursuant to Wisconsin Statute § 74.13.
- G. General tax and payment information shall be available to the public from the County Treasurer's Office. Any request received by the City shall be referred to the County.
- H. Notices required or deemed advisable under the terms and conditions of this Agreement shall be addressed in writing and delivered, personally or via certified mail, return receipt requested, to the following representatives of the parties hereto:

County: Denise Anderson
St. Croix County Treasurer
1101 Carmichael Road
Hudson, WI 54016

City: Alison Egger
City of Hudson Finance Officer/Treasurer
505 Third Street
Hudson, WI 54016

VI. Subsequent Changes in State Law


- A. If changes in state law occur during the course of this Agreement which substantially change tax collection methods or requirements, either party may elect to terminate this Agreement by providing the other party with thirty (30) days prior written notice. Any material violation of the terms of this Agreement shall be grounds for termination upon ninety (90) days written notice.

VII. Termination

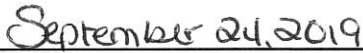
- A. If for any reason either party is unable to perform the duties as required under this Agreement, a party may terminate the Agreement by providing ninety (90) day prior written notice to the other party.

The parties hereto, having read and understood the entirety of this Agreement, consisting of four (4) typewritten pages, including this one, hereby affix their duly authorized signatures.

St. Croix County By:



Denise Anderson
St. Croix County Treasurer



Date

By:

Alison Egger
City of Hudson Finance Officer/Treasurer

Date

Rich O'Connor
City of Hudson Mayor

Date

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO: Finance/Common Council

DATE: September 20, 2019

SUBMITTED BY: Alison Egger

REGARDING: Fuel Bids for 10-01-2019 through 09-30-2020

ISSUE: Invitations to bid on the City's annual fuel contract were advertised in the Hudson Star Observer and the City of Hudson website. The bids were opened on Friday, September 20th.

The bid was to supply and deliver an estimated quantity of 37,000 gallons of blended clear unleaded gasoline and 23,000 gallons of Grade #2 ultra-low clear sulfur diesel fuel. The bid price was based on a fixed differential added to the average price posted for these fuels as listed in the Oil Price Information Service (OPIS) St. Paul, MN Rack Prices on the delivery date.

Three Bids were received from Countryside Cooperative, Diesel Dog Companies, and Skoglund Oil.

The low bid, submitted by Diesel Dog Companies, was for a fixed differential of +\$.10 per gallon for both fuel types. This is the same price as the current contract.

STAFF RECOMMENDATION: Award the bid to Diesel Dog Companies.